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Subject: Discovery requests

Hi Everyone,

In an effort to streamline and make more effective the drug receipt/card request process it has been suggested that the chemist be able to designate how many copies they would like to receive. After consulting with Janice she will be happy to accommodate multiple copies as requested by the chemist. Just indicate on the current request form how many you would like and when we have new forms made up there will be a box that you can fill in.

Additionally, drug receipts/cards will not be pulled unless specifically requested by the chemist. Janice has been very proactive about providing these upon receiving a faxed discovery request anticipating they will be requested by the chemist, only to find out they have already been pulled.

Hopefully this will help in a small way as, for example, the primary chemist can immediately provide a copy to the GC/MS analyst. As always however, communication between chemists is key so that we can eliminate a duplication of effort. I know that it is difficult to pull together data when there are more than 2 chemists on a case and also difficult to keep a file that is complete with ALL the data for the case. If there are any suggestions to better manage large, multiple chemist cases please pass along your thoughts. Very long term thoughts are that a central storage location for case files would help but we are not there yet.

Thanks,

ELO